# Hawaii-Pacific Area

***ALOHA***

***Combined Federal Campaign***

***2005***

***First Project Officer Brief – 21 June 2005***

# Agenda

- Welcome and background information
- Guest speaker from HUGS
- Planning committee introductions
- Project Officers' duties
- Q&A

# Hawaii-Pacific CFC 2005

**Admiral William J. Fallon**
**USPACOM**

**Brigadier General Vern T. Miyagi**
**HIARNG**

**Colonel Brian Forzani**
**USAR**

**PLANNING COMMITTEE**

**Maj Clare Edelen**
**Special Events**

**MSgt Peter Kwok**
**CEO**

**YNC (AW/SW) Angel Diaz**
**Materials/CEO Coordinator**

**CTA3 Valentino Navarro**
**Admin**

**MM2 Clinton Neville**
**Data Mgmt/Web Admin**

**2Lt Jason Matsuoka**
**Education/Speakers/PACOM PO**

# 2005

## Combined Federal Campaign

# Heroes of the Pacific

... Be One!

# Campaign History

| YEAR | POP | TOTAL ACHIEVED | %POT ACH'D | % PARTICIP | AVE GIFT | %USING PAYROLL |
|---|---|---|---|---|---|---|
| 2000 | 69,125 | $4,825,651 | 40% | 55.77% | $125.18 | 72.41% |
| 2001 | 70,517 | $5,305,279 | 45% | 55.80% | $134.83 | 73.04% |
| 2002 | 70,004 | $5,425,480 | 43% | 55.00% | $141.63 | 72.00% |
| 2003 | 72,778 | $5,597,193 | 40% | 53.00% | $146.02 | 71.00% |
| 2004 | 60,422 | $4,991,986 | 43% | 51.20% | $161.30 | 70.23% |

# Individual Potential

- **Last Year:**
  - ***100% potential is equal to 1 hours pay per month***
  - ***1 hour pay equals 0.0058 percent of annual base pay***

- **This Year:**
  - ***100% potential is equal to one percent of annual base pay***
  - ***Recognition will be given at the 1 and 2 percent levels***

# Agency Potential

**Use payroll and population data to calculate:**

- **Agency and unit recognition at:**
  - **Eagle Award - 100%**
  - **Gold Award - 80%**
  - **Silver Award - 60%**
  - **Bronze Award- 50%**

- **Agency Project Officers must track subordinate units for recognition**

# Campaign Strategy

**Find**
- find all of your employees

**Educate**
- provide a training opportunity

**Ask**
- appropriately ask each employee to participate

**Thank**
- thank each employee for their participation

2005 Combined Federal Campaign

Heroes of the Pacific ... Be One!

CFC

# Guest Speaker

***Mr. Oska Lawrence***

# Campaign Team

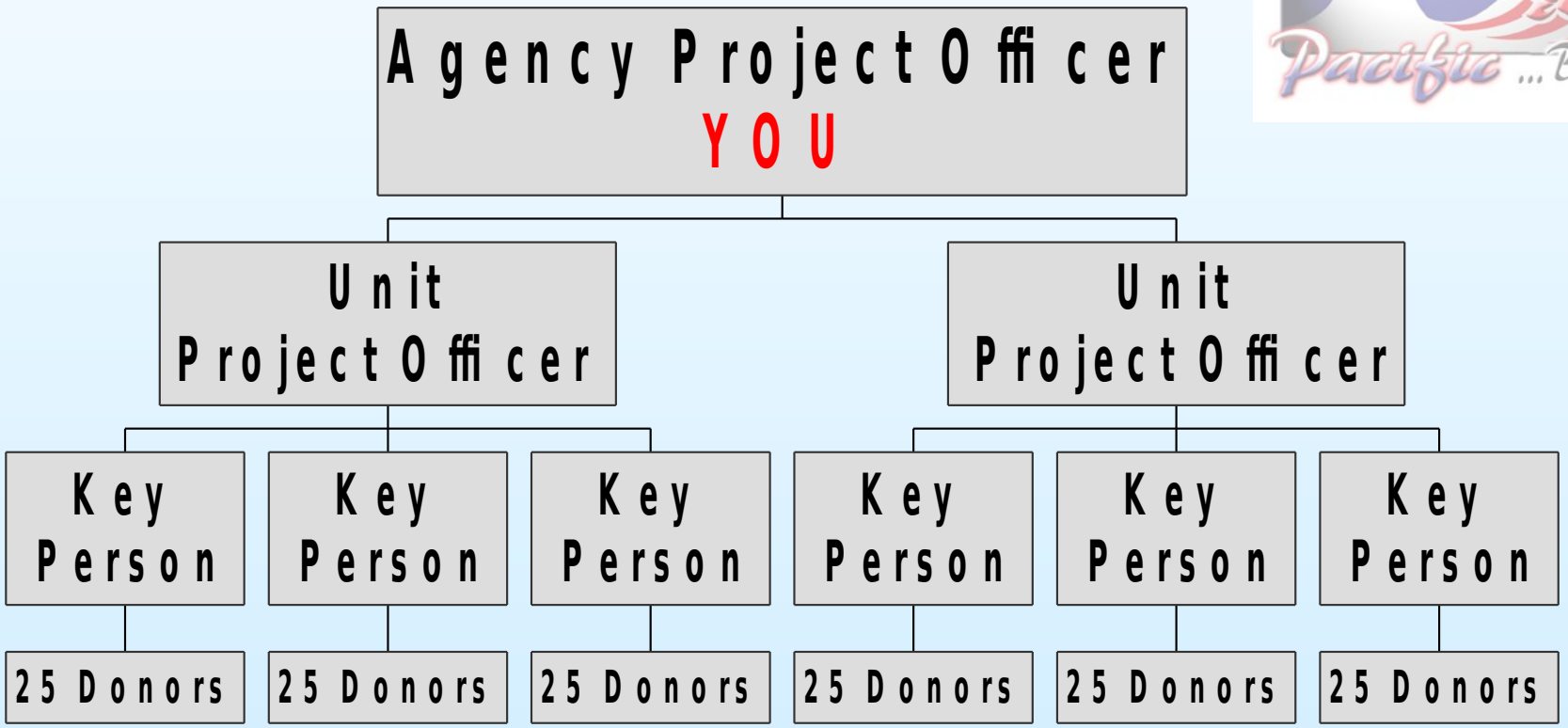
- **Campaign Project Officer- Col Brian Forzani**
- **Education/Speaker/PACOM PO – 2Lt Jason Matsuoka**
- **Campaign Education Officer- MSgt Kwok**
- **Administration – CTA3 Valentino Navarro**
- **Data Mgmt/Web Admin– MM2 Clinton Neville**
- **Materials/CEO Coordinator – CPO Angel Diaz**
- **Special Events – Maj Clare Edelen**

# Project Officer Duties

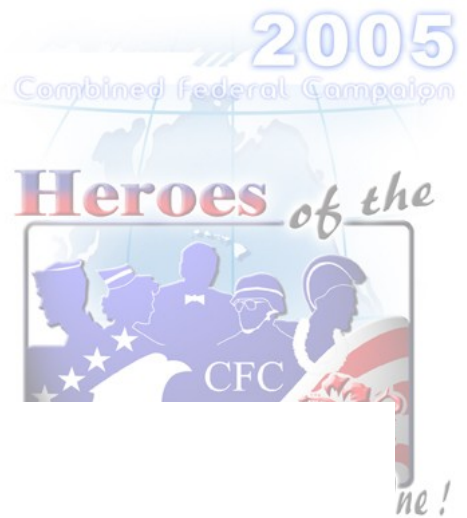
# Project Officer Major Duties

- Find all of your employees
- Document agency population and Calculate your agency payroll and potential
- Work with your Agency Head to nominate Campaign Education Officers
- Prepare for reception/distribution of materials
- Track/report donation progress throughout campaign

# Find All Your Employees



# Agency Population and Payroll




| | |
|---|---|
| Date: | |
| Agency (name): | |
| Project Officer: | |
| PO Contact Number: | |

Instructions:
Fill in number of personnel per pay grade below. Spreadsheet will automatically calculate total potential contribution and total population. Verify accuracy of total population (calculated at bottom). Sign and submit to CFC.

| 2005 AS PAY SCALE<br>Grade | # of Personnel This Grade | Annual Base Pay | Potential Contrib =12 mo/(40hr x 52wk) | Total Potential Contribution for 1 hr pay/month |
|---|---|---|---|---|
| AS-7 | | 28,226 | 0.0100 | - |
| AS-6 | | 26,291 | 0.0100 | - |
| AS-5 | | 24,398 | 0.0100 | - |
| AS-4 | | 22,506 | 0.0100 | - |
| AS-3 | | 20,987 | 0.0100 | - |
| AS-2 | | 19,531 | 0.0100 | - |
| AS-1 | | 17,867 | 0.0100 | - |
| | | | | |

# Campaign Education Officers

- **Qualities**
  - ***High Degree of enthusiasm***
  - ***Comfortable speaking in group settings***
  - ***High standards of personal appearance***
  - ***A willingness to take on the job***
- **Tasking**
  - ***Work full time with CFC team from 3 Sept through 16 December***

# Donation Reporting

- **Manage and present campaign data**
  - ***Receive, verify, and consolidate data***
  - ***Submit weekly campaign progress reports to planning committee.***

# Project Officer To Do List

1. **Find all employees**
2. **Provide population/payroll data – 19 July**
3. **Identify/appoint unit project officers – 19 July**
4. **Military: Identify deployments in Sept, Oct and Nov**
5. **Work with Agency head to Identify CEO's**
   a) ***Commit to how many by 22 July***
   b) ***Identify individuals by 12 August***
6. **Next project officer meeting: Tuesday, July 19th**

# Important Dates/Events

- **Next Project Officer Meeting:**
  - ***Tuesday, July 19th***
  - ***Sunset Lanai, Camp H. M. Smith***
- **Future Scheduled Meetings:**
  - ***Tuesday, August 16th***
  - ***Tuesday, September 13th***
  - ***Tuesday, October 11th***
  - ***Tuesday, November 8th***

# Important Dates/Events

- **Materials Distribution**
  - ***Mid Sept***
- **Campaign Starts**
  - ***Sept 19th***
- **Hickam Kick-off**
  - ***Sept 20th***

# Contact Us
# 2005 CFC Planning Committee

- ***Phone: (808) 477-9257 or (808) 477-9259***
- ***Fax: (808) 477-9373***
- ***E-mail: pacom_cfc_2005@yahoo.com***
- ***Website: Coming soon…***

# Any Questions?